

|                                                                                                                                                        |                                                                |                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------|
| <p align="center"><b>DEPARTMENT FOR<br/>MENTAL HEALTH AND<br/>MENTAL RETARDATION SERVICES</b></p> <p align="center"><b>STANDARDS OF OPERATIONS</b></p> | Policy Number<br><br>DMHMRS 01-01                              | Total Pages<br><br>2             |
|                                                                                                                                                        | Date Issued<br>April 14, 2003                                  | Effective Date<br>April 14, 2003 |
| References<br>KRS 12.020, 194A.030, 194A.040<br>§ 164.530                                                                                              | Subject<br><br>Organization and Assignment of Responsibilities |                                  |

### **Statement of Policy and Purpose**

It shall be the policy of the Department for Mental Health and Mental Retardation Services (DMHMRS) to establish lines of authority, channels of communication to designate assigned responsibilities.

### **Procedure**

- A. The DMHMRS organizational chart shows the lines of authority, responsibility and channels of communication utilized in administering services.
- B. The Commissioner shall be the chief executive officer ultimately responsible for personnel, volunteers, programs, services and privacy of information for the Department in addition to the fiscal policy and management of control.
- C. The Deputy Commissioners shall report directly to the Commissioner and direct the activities of the program areas as outlined below:
  1. Division of Administration and Finance
    - a. State facilities and programs
    - b. Service delivery contractors
  2. Division of Mental Health
    - a. State facilities and programs
    - b. Service delivery contractors
  3. Division of Mental Retardation
    - a. State facilities and programs

| Policy Number | Issue Date     | Effective Date | Page   |
|---------------|----------------|----------------|--------|
| DMHMRS 01-01  | April 14, 2003 | April 14, 2003 | 2 OF 2 |

- b. Service delivery contractors
  - 4. Division of Substance Abuse
    - a. State facilities and programs
    - b. Service delivery contractors
- D. In addition to the above program areas, the Director of each Division shall develop a description of duties and appoint a privacy liaison. The Director, by memorandum to the Commissioner of DMHMRS, shall designate a staff member whose responsibilities shall include, but not be limited to the following:
  - 1. To function as a liaison regarding privacy issues for the Division, to the DMHMRS Privacy Officer.
  - 2. The responsibility for the development and implementation of the Division policies and procedures.
  - 3. The responsibility of being the contact person to receive complaints.
  - 4. The responsibility for maintaining a written copy of the Departmental and Divisional Policies and Procedures.
  - 5. Notification to Division staff of the policies and procedures regarding privacy practices and Protected Health Information (PHI), through each Divisional Director.
- E. Regular meetings shall be conducted between the Commissioner and Division Directors. Regular meetings shall also be conducted between the Division Directors and their key staff. This shall ensure channels of communication governing the activities and working relationships of personnel.
- F. This policy shall be reviewed and revised as necessary.